

**DEPARTMENT OF CHILDREN AND FAMILIES
JOB OPPORTUNITY
STOREKEEPER ASSISTANT
(FISCAL SERVICES DIVISION)**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: **The Public**

Location: Hartford, CT

Job Posting No: BM43190CO

Hours: 37.5

Salary: \$32,850 - \$41,050

Closing Date: July 7, 2014

Examples of Duties: Performs routine stores tasks, with related duties in recordkeeping, requisitioning, or inventory control; receives materials and supplies, unpacks, counts, weighs, inspects for damage or non-conformance with order, wraps, picks, and assembles items; cleans and maintains shelves, bins and other storage space; may operate simple material handling equipment and assist in keeping inventory; in a small agency with limited stores work, may spend a minor part of time in such areas as mail and messenger service or duplicating and reproduction services; in the Department of Motor Vehicles, performs work involving the handling of markers and related tasks, including mailing; in a film library, maintains loan records, performs minor maintenance and repair of audio/visual equipment and film; may receive training in data entry; may drive motor vehicles as assigned; performs related duties as required.

Knowledge, Skills and Abilities: Some interpersonal skills; some oral and written communication skills; ability to follow written and oral instructions and to keep simple records.

Experience and Training: Any experience and training which would provide the knowledge, skills and abilities listed above.

Physical Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 (State Application), resume, letter of intent and three (3) letters of SUPERVISORY references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references to:

**DEPARTMENT OF CHILDREN AND FAMILIES
505 HUDSON STREET
HUMAN RESOURCES, 8TH FLOOR
HARTFORD, CT 06106
Attention: Bernice Morgan
FAX: (860) 550-6433**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.